

# **Slips, Trips, and Falls Prevention Policy and Procedures**

## **I. PURPOSE**

The purpose of this policy is to reduce and/or eliminate the incidence of employee and citizen slip, trip, and fall related events and injuries.

## **II. DISCUSSION**

Slips, trips, and falls are among the leading causes of injury and lost work time to employees, and to members of the public visiting town property. Accidents often occur from a lack of due diligence to report and address existing conditions that can contribute to these types of events. Therefore, the Town of Moultonborough and its employees will take a proactive approach to managing the risks associated with slip, trip, and fall related conditions.

It is the policy of the Town of Moultonborough that its employees will be required to monitor, report, and whenever reasonably possible, correct conditions that have, or are likely to cause a slip, trip, and fall related event if corrective action is not taken.

## **III. PROCEDURES**

1. Unsafe conditions shall be reported to the Department of Public Works immediately for corrective action. If the conditions present an immediate threat to the safety of employees or the public, the employee will take reasonable steps to prevent injuries until the appropriate personnel arrive.
2. Employees shall wear footwear appropriate for the conditions.
3. Employees operating in severe and inclement weather conditions (i.e. ice and snow) shall generally use slip-on traction devices as provided by the Town of Moultonborough. Employees shall follow the guidelines for use as set forth by the manufacturer. The Town reserves the right to require use of the devices based on predicted or severe weather conditions.
4. Sidewalks, parking lots, stairs, and other areas that employees and the public utilize shall be properly maintained to ensure that no tripping points, ice and snow build up, or other conditions that could contribute to a slip, trip, or fall exist.
5. Interior hallways, stairs, floors, and other areas of foot travel shall be clear of obstructions such as boxes, power cords, frayed carpeting, or weathered matting. Proper signage shall be used to signal wet floors or hazardous conditions which could contribute to a slip, trip, or fall.

## **IV. EVALUATION AND REPORTING**

All slip, trip, and fall related incidents/injuries will be documented following the Town's normal reporting processes. Each incident will be reviewed by the appropriate supervisor, and the Joint Loss Management Committee (JLMC). *Slip, Trip, and Fall incidents* shall be monitored using claims reports provided by our insurers as a part of the JLMC benchmarks and/or action plan.